

Organization and Functions of the State Agency

ORGANIZATION ORDER

NO. 44

DATE: Oct. 1, 1982

ORIGINATING AGENCY: Office of Policy and Planning

SUPERSEDES: O.O. 2, Feb. 21, 1980

SUBJECT: OFFICE OF THE DIRECTOR

By virtue of the authority vested in me by Mayor's Reorganization Plan No. 2 of 1979, and pursuant to Department of Human Services Organization Order No. 1 of February 21, 1980, it is hereby ordered that DHS Organization Order No. 2 of February 21, 1980 is revised and reissued as follows:

- I. Establishment: There is established in the Department of Human Services the Office of the Director, headed by the Director, with the following mission, structure, and functions.
- II. Mission: The mission of the Office of the Director is to provide overall policy, leadership, direction, monitoring, approval and evaluation of the Department's activities.
- III. Structure: The Office is organized as shown in Attachment A.
- IV. Functions: The Director, through the constituent parts of the Office, shall be responsible for:
 - A. Office of the Director and Deputy Director :
 1. Directing the operation of the Department;
 2. Directing the preparation and executing the defense of the annual budget and long range projections; developing and implementing strategies that insure the best use of available resources to accomplish the Department's mission;
 3. Generating the annual work plan to meet the long and short-range objectives of the Department, implementing the most cost-effective and beneficial strategies to meet the needs of eligible persons through stimulation of private sector services and direct operation of programs;
 4. Advising the Mayor and City Administrator on all aspects of human services programs and implementing Mayoral policy priorities;

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5. Directing the preparation and support of an annual legislative agenda;
5. Serving as the ultimate repository of authority in policy determination for the Department; promulgating policy, program priorities, and improvements in management practice, and assuring their dissemination throughout the Commissions and the executive staff offices;
6. Serving as the single state agency with respect to the Federal Government and all other jurisdictions, for all programs operated by the Department and, in that capacity, serving as the primary liaison with the Federal Government and other jurisdictions;
7. Setting policy and procedures for communicating information about the Department and its component parts to the public, including the media, and approving all responses for requests for information pertaining to policy issues that affect the Department as a whole;
8. Ensuring monitoring and evaluation of the Department's activities and contract implementation;
9. Coordinating Departmental activities, particularly the delivery of services, with the responsible officials of other District agencies who bear a present or potential relation to these activities;
10. Developing and implementing strategies to promote cooperation with private providers, voluntary associations, advocate groups and public agencies;
11. Directing and coordinating the analysis and evaluation of the availability of services and barriers to equitable access to such care created by income, race, age, location or disability;
12. Instituting periodic management and utilization reviews to determine the cost-benefit ratio of each service and service location;
13. Assuring control of correspondence to and from the Office of the Director, and between the Office of the Mayor and the Department, by means of Department-wide monitoring and tracking.
14. Insuring that the policies related to equal employment opportunity and affirmative action are implemented through the Department;
15. Assuring the participation of consumers and professionals in the assessment of service needs and priorities and the planning of programs; and
16. Assuring Departmental implementation of and compliance with applicable laws, regulations, and mandates.

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B. Special Programs and Services Division:

1. Developing, assuring and managing a comprehensive program to recruit women and assuring their access to training and other resources which prepare women for advancement; providing staff support to the Women's Advisory Committee;
2. Planning, developing, evaluating, administering, coordinating and monitoring the Refugee Resettlement Program in compliance with the requirements of Title IV of the Immigration and Naturalization Act, as amended, and the Cuban/Haitian Entrant Program in compliance with the Fascell-Stone Amendment to the Refugee Education Assistance Act of 1980 under Public Law 96-422;
3. Developing, implementing, and monitoring affirmative action activities as set forth in D.C. Law 1-63 and Mayor's Order 75-230; establishing and maintaining an Equal Employment Opportunity Advisory Council within the Department, and training and counseling staff to serve as EEO Counselors for the Administrations and Offices within the Department;
4. Administering training programs for DHS personnel; and
5. Working to assure full implementation, with respect to the Department, of D.C. Law 1-86 (Office of Latino Affairs) through identification of the unique concerns and the accomplishments of persons of Latin origin; by monitoring the DHS Affirmative Action Plan with respect to Latin Americans, and by establishing effective relations with the Latin-American community and its organizations.

C. Information and Volunteers Division:

1. Assisting the Director's Office, Commissions, Administrations and Offices to develop and disseminate information regarding DHS programs and services to the general public, DHS staff and clients;
2. Coordinating the development of volunteer programs throughout the Department, providing resources for ongoing volunteer programs, and screening volunteers and developing procedures for DHS volunteer staff; and
3. Operating a central information and Referral Unit which responds to inquiries from the general public.

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C. Financial Management Unit:

1. Serving as the administrative support unit for the Office of the Director;
2. Serving as the central locus of support for those administrative activities that require coordination with all EDS offices;
3. Maintaining a coordinated centralized Departmental system to report regularly on the current status of pending personnel actions;
4. Serving as liaison with the Human Services personnel cluster and recommending personnel policies and procedures affecting the Department;
5. Coordinating training needs assessments and training activities for EDS offices;
6. Reviewing and analyzing EDS contracts and recommending policies or revisions thereof;
7. Administering the Imprest Fund for the Office of the Director, including a quality control system; and
8. Assisting EDS managers, upon request, to plan corrective action when expenditure levels are projected to exceed available balances.

E. Developmental Disabilities Professional:

Planning, coordinating, and monitoring the implementation of the Court Order in the case of Joy Evans v. Barry, et al.

V. Transfer of Positions:

The following position, and its incumbent, is transferred from the Office of Administration to the Office of the Director, Division of Special Programs and Services:

Training Coordinator; DS-301-13, HS-0111, Bureau No. DD-UU-7

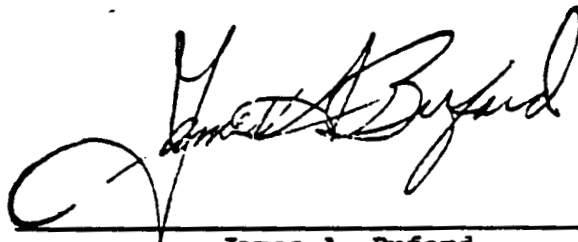
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VI. Transfer of Resources:

All unexpended balances of appropriations, allocations, and other funds available or to be made available, and all property, equipment, and records directly associated with the position transferred by Part V above, are transferred to the Office of the Director.

VII. Effective Date: This Order shall take effect immediately.

James A. Buford
Director

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DEPARTMENT OF HUMAN SERVICES

Supplement to Attachment 1.2A

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